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The "Improved Europass Format" takes the famous Europass format and adds a creative twist, making it more engaging. For those who need to fill out a one-page resume without too much info, there's the two-column template available as a free PDF download in our resume builder. Then there's the single-column smart CV template with a wide header for personal details, also available for free download. If you want your CV to look different, try the template that lets you fill up your data, choose your favorite color, switch section order, and more. The "Highlight Your Skills" template does exactly what it says - it showcases your skills and experience in a unique way. If you're looking for something creative yet professional, this is the one to go with. And if you want something simple, there's the single-column resume template that looks just like what Harvard school graduates use. Writing and downloading your CV from our editor is as easy as it gets! Alternatively, you can use a free CV template in Word and save it as a PDF - but be warned, using Microsoft Word will take up some time. So why not make job search easier with our powerful editor? Last but not least, for those looking for something different, there's the modern CV template that lets you change its borders' colors, icons, and more. And if you're looking for a simple yet effective way to present your professional experience, there's the free editable CV template waiting for you! A super simple editing process is available for users on our free plan, as long as they keep their content under three sections and don't change any design elements. This editable CV template features a unique icon for each section header, making it perfect for candidates with extensive professional experience who want to keep their resume concise. Essentially, a Curriculum Vitae (CV) is a summary of your professional and educational history. It's like an introduction that showcases your skills and experience to potential employers. So, what should you include in your CV? A standard CV typically has several basic sections: **1. Professional Summary**: Begin with a captivating summary that highlights your professional identity and unique value. Keep it short and straightforward. **2. Personal Information**: Include essential details like your name, contact number, and email address. Ensure accuracy as this is how the hiring manager will reach out to you. **3. Work Experience**: This is the core of your CV. List your previous roles in reverse chronological order, emphasizing not just responsibilities but also achievements. **4. Education**: Provide information about your academic background, including degrees, institutions attended, and graduation years. Mention significant academic projects or honors if applicable. **5. Skills**: Tailor this section to the job you're applying for. Include both hard skills (e.g., proficiency in software programs) and soft skills (e.g., communication, problem-solving). Remember, honesty and self-awareness are key when assessing your skills. Ability to multitask is key when meeting deadlines and managing multiple projects at once. Quickly adapting to new technologies and change can also give you an edge in the workplace. Being multilingual is another valuable asset, especially if your role involves communicating with diverse groups or working internationally. When it comes to highlighting your skills and experience on your CV, think about your career goals and what you want to achieve in your next role. Use clear language and avoid jargon as you tailor your CV to each specific job posting. Make sure to highlight the key skills and qualifications that the employer is looking for. A well-organized and easy-to-read CV is also important. Use a clear font and format, and proofread carefully before submitting it. If you're not sure where to start, consider using a free CV maker or downloading a ready-made template to help guide you. Remember to make small changes to your resume for each job you apply for to show the employer how well you fit their specific requirements. If you're eyeing that dream job, be prepared to hurdle a few challenges along the way. One tool that can make life easier for job seekers is a professional CV template. I've designed nine interview-winning PDF templates that can be accessed instantly, edited, and downloaded. These templates cater to various needs: - **Traditional Template**: Ideal for formal employers like accountants and law firms. - **Modern Template**: Features a bold colorful heading and prominent section headings for ease of reading. - **Creative Template**: Suitable for roles in creative, HR, and people-focused spaces with a two-column layout. - **Simple Template**: Great for technical roles with subtle design features and widened line spaces for quick skim-reading. - **Hybrid Template**: Features color-customizable borders and sections clearly divided by bold headings. - **Ultra-Creative Template**: Perfect for digital marketing or creative tech roles with an eye-catching header. Before adding content, it's crucial to get the format and structure right. This involves making your CV look: Make it easy for recruiters and hiring managers to read and digest the information quickly. Here’s an infographic that gives you a quick overview of how to achieve this. #### Formatting Your CV Stick to the following guidelines when formatting your CV: - Use a basic, clear font – anything too elaborate will be difficult to read. - Break the document up into clearly divisible sections using bold headings and borders, so that recruiters can navigate the page seamlessly. - Break text up into bullet points and short sentences to facilitate easy reading. Avoid big chunks of text, they are a reader's worst nightmare. #### Colour Scheme Keep the colour scheme basic, and don’t clutter the page with any images. #### CV Structure Your CV needs to be structured in a way that gives recruiters the information they need, in the order they want it. You can always use one of our CV templates to get a head start on this. The following is an overview of the sections your CV needs, in the order they should appear: - Name and contact details - CV profile – An introductory paragraph - Work experience – Your previous roles in reverse chronological order - Education and qualifications - Hobbies and interests – optional #### Name and Contact Details Head the CV with your name and contact details tucked up into the top right corner of the document. It’s essential that your contact details aren’t missed, but you don’t want to take up too much room with them – so keep them brief. Only include: - Your name - Telephone number - Email address - General location Don’t add your full address, date of birth, or anything else that is surplus to requirement at this stage of the application – they will waste valuable space. #### CV Profile To ensure that your CV holds the attention of busy recruiters as they plough through all of the CVs in their inbox, you need a punchy profile to hook them. Your CV profile (or personal statement) is a short simple paragraph that sits at the top of your CV, and summarises your abilities as a candidate. For best results, tailor it to match the requirements of your target jobs as much as possible. Generally speaking, give a round-up of: - Your industry experience - What types of companies have you worked for and how much industry experience do you have Your professional profile should highlight your key strengths, such as lead generation and relationship building, or reporting and number crunching. Wanting to give your CV an extra boost? Add a technical skills section if you're in a role like development or electrical work. The optional hobbies and interests section can be helpful too. It lets you show off skills learned outside of work and study, which can be especially useful for junior candidates or those with job-related passions. Check out my video on CV hobbies to see if this section is right for you. Creating your own unique CV in PDF format will help you stand out from the crowd. Remember, the goal is to craft a CV that's easy to read and quickly explains why you're perfect for the roles you're applying for. By doing so, you'll likely get plenty of responses and land the interviews you need. If you want a head start on your CV game, download my CV template for some inspiration!